SOP: Standard Protocol for Medication Administration

This SOP details the **standard protocol for medication administration**, covering accurate medication identification, dosage calculation, proper administration techniques, timing and frequency of doses, documentation and reporting procedures, patient monitoring for side effects, and safety measures to prevent medication errors. The protocol aims to ensure safe, effective, and consistent delivery of medications to patients, enhancing treatment outcomes and minimizing risks associated with medication use.

1. Purpose

To establish a standardized and safe procedure for administering medications to patients, ensuring efficacy and minimizing the risk of medication errors.

2. Scope

This SOP applies to all healthcare professionals involved in the administration of medications in clinical and care settings.

3. Responsibilities

- All staff must adhere to this SOP during medication administration.
- Supervisors to provide training and updates.
- Healthcare professionals to report adverse events or errors promptly.

4. Definitions

- **Medication Administration:** The process by which a prescribed drug is given to a patient.
- **MAR:** Medication Administration Record (paper or electronic chart for documenting medication administration).

5. Procedure

1. **Preparation**
   - Verify the physician's order for medication.
   - Confirm patient identity using at least two identifiers (e.g., name and date of birth).
   - Review patient allergies and contraindications.
2. **Medication Identification and Dosage Calculation**
   - Check medication label against the order (drug name, strength, and form).
   - Calculate dosage as required, double-check any calculations.
3. **Administration Technique**
   - Wash hands and wear gloves as appropriate.
   - Select appropriate administration route (oral, IV, IM, etc.).
   - Follow correct technique for the chosen route.
4. **Timing and Frequency**
   - Administer medication at the prescribed time and frequency.
   - Document any delays or reasons for missed doses.
5. **Documentation and Reporting**
   - Document administration immediately after delivery in the MAR.
   - Record any adverse reactions or incidents as per policy.
6. **Patient Monitoring**
   - Monitor patient for any side effects or allergic reactions.
   - Report significant findings to the relevant physician or supervisor.
7. **Safety Measures**
   - Conduct a final check using the "five rights": right patient, drug, dose, route, and time.
   - Store medications securely and according to manufacturer recommendations.

6. Documentation

- Record all administered medications in the MAR.
- Note any omissions, delays, adverse events, and relevant patient responses.

7. References

- Local medication administration policies and guidelines
- National guidelines for medication safety

8. Review

This SOP should be reviewed annually or as required following policy updates or identified issues in practice.